

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

February 28, 2002

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established a quorum was present. Panel members present were Jim Edwards, James Pittman, Mike Hayes, Kathy Sutton, and Jerry Seager. Members absent were Ron Christ, Johnny Alderman, B. J. Bischoff, and Marianetta Blackwell.

Minute No. 3

Consideration of the December 17, 2001 Minutes, Document 01-6 Workforce Proficiency Panel

Panel member Hayes approved minutes of the December 17, 2001 Minutes, Document 01-6 of the Workforce Proficiency Panel. Seconded by Panel member Pittman; unanimously carried. (Copy filed with official Minutes.)

Minute No. 4

Discussion Item: Certificates of Technical Achievement

Mr. Fields updated the Panel on the Certificate of Technical Achievement (CTA) Report. (Copy filed with official Minutes.) This report is now available through internet access. Mr. Fields introduced Chris Deaton, Technical Education Specialist to demonstrate the Certificate of Technical Achievement Report.

Mr. Deaton stated the CTA reports would be updated on the internet on the first of every month. The web address for these reports is <http://www.in.gov/dwd/teched/wpp/cta/index.html>. To access a report for a certain Workforce Service Region, the individual may either choose the region number, or, may choose the region from the map. Due to population changes, Workforce Service Region 4 was combined with Workforce Service Region 5. The reports available are: 1) Total Assessments by Occupational Area; 2) Individual Count by Level; 3) Individuals by Region; and 4) CTA Statistics by Region. It is the desire of the Tech Ed staff to have the entire CTA database available via internet and updated daily. For any additional reports, individuals may contact Mr. Deaton at (317) 233-6697. Discussion on the CTA reports followed.

Minute No. 5

Discussion Item: Annual Performance Report

Mr. Fields stated the Annual Performance Report was submitted to U.S. Department of Education on December 29, 2001. Under the new Perkins legislation, incentives and sanctions are included depending on how the State meets their Performance Levels. The Annual Report for FY00 had incentives for adult education and the Workforce Investment Act. The FY01 Annual Report also included Vocational Technical Education. Mr. Fields introduced Rosie Smith, Technical Education Specialist to update the Panel on the Annual Performance Report.

Ms. Smith stated the Office of Vocational and Adult Education and the State of Indiana had agreed upon performance levels as to how secondary and postsecondary institutions would perform in the following areas; 1) Academic Attainment; 2) Skill Attainment; 3) Completion or Graduation; 4) Placement; and 5) Non-traditional Participation. (Copy filed with official Minutes.) New levels of performance will be set for the FY02 Annual Report by spring 2002. The State of Indiana met and exceeded all performance levels for both secondary and postsecondary institutions. Tech Ed staff is in the process of analyzing performance levels by institution and secondary school. Once completed the analysis will be distributed to the institutions and schools for review and information. This report will enable institutions to find any areas that may need to be improved for the coming year. Public Law 221 establishes all schools and institutions to create an accountability plan for any performance level that does not meet or exceed the agreed upon performance levels. Discussion on the Performance Measures followed.

Minute No. 6

Discussion Item: Secondary Vocational Program Matrix

Mr. Fields updated the Panel on the Secondary Vocational Program Matrix. (Copy filed with official Minutes.) The current legislation for school funding deals with high, moderate, and low demand; and high, moderate, and low wage for school programs. It is the responsibility of the Department of Workforce Development to develop the information to put various programs in the different categories. This information is provided to the Department of Education (DOE) by December 1 each year. This information is factored into the funding for Vocational Education programs for the year 2003. If regions or local areas have a labor market demand for a program that is higher than the state demand, that area may submit a waiver to petition the state to have this program added to the funding matrix. Discussion on the Secondary Vocational Program Matrix followed.

Minute No. 7

Discussion Item: Other

Chair Edwards requested Suzanne Wheeler, Program Manager, Business, Modernization, and Technology update the Panel on the Indiana Essential Skills Initiatives activities.

Ms. Wheeler stated on February 12, BMT brought together the six Machine Tool instructors that have been working on the Vincennes University Advanced Standings Pilot Project. Several students have completed the project and John Ludlow from Vincennes University will attempt to add more schools to this project next year. Kenny Gabbard, Machine Tool instructor in New Castle is expecting an additional 30-35 students next year due to this program. Ms. Wheeler stated teachers are showing more enthusiasm this year in the IESTP Initiative and requesting more workshops than in previous years.

Mr. Fields stated as part of this project, Soni Jones trained teachers how to go to the Manufacturing Links website and look at business scenarios. The teachers were then able to go to different businesses on this site and download actual business scenarios to use for this training. DWD staff will demonstrate this site to the Panel at a future meeting.

Chair Edwards suggested the Machine Tool instructors join the Panel at a future meeting to discuss the success of this project.

Minute No. 8

Decision Item: Child Care Proficiency Guide

Mr. Fields stated each Panel member was sent a packet with the Proficiency Indicators and Framework for the Child Care Proficiency Initiative. (Copy filed with official Minutes.) The Child Care Survey Results were distributed to the Panel at this meeting. (Copy filed with official Minutes.) Mr. Fields briefly explained the beginning of the Child Care Initiative to the Panel. The CTAs in Child Care will assist in outlining a career pathway for the student by documenting their knowledge and skills. Mr. Fields explained the five-step process approved by the Panel to begin the proficiency initiative.

Dr. Peggy Wilder, Department of Education, stated Child Care Apprenticeship Training is tracked through the Department of Labor, Bureau of Apprenticeship Training. An individual has to be at least 16 years of age to sign up for this apprenticeship, however, they cannot pass the apprenticeship until after their 18th birthday. There is no minimum wage, however, apprenticeship trainees are guaranteed incremental pay increases.

With no further questions, the Panel voted on approving the Child Care Proficiency Guide for use in the Indiana Essential Skills Initiative, Certificate of Technical Achievement; unanimously carried.

ACTION:

Child Care Proficiency Guide approved.

Minute No. 9

Adjournment

Chair Edwards declared the meeting adjourned.

Date_____ Chair_____ Secretary_____
James D. Edwards Jerry Seager